

# Your Flexible Spending Account

## A Quick Overview

***Flexible spending accounts (FSA) can be among the most valuable benefits we offer. They're simple to use and can save you money.***

The health care FSA allows you to pay for qualified health care expenses with before-tax dollars. In effect, you don't have to pay taxes on the money you spend on health care.

A dependent care FSA gives you the same tax and money-saving advantages for childcare and certain other dependent care.

You may contribute up to \$4,000 a year to the health care FSA, and up to \$5,000 a year to the dependent care FSA. The funds you contribute to your FSA are not subject to Social Security, federal, or state income tax.

## How FSAs Work

Flexible spending accounts are easy to use. They work much like checking accounts. Each pay period, the contribution you have specified is automatically deducted from your paycheck and deposited into your FSA account. Then, as you incur and pay for eligible expenses, you can tap into the funds in your flexible spending account. You can only stop or change your contribution amount if you have a qualifying family status change.

## Reimbursements

**Dependent Care Expenses** – You only receive reimbursement of funds which are currently available in your account to cover the expenses.

You can obtain reimbursement forms from Human Resources. Complete the form, attach your receipts and mail the original to the address on the back of the form.

Reimbursement checks will be sent to your home, usually two weeks after you submit your reimbursement form.

All dependent care expenses incurred in a given year must be submitted for reimbursement by March 31 of the following year. Claims received after that date are not reimbursable.

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Plan your expenses **carefully**. Any **money** left in your account at the end of the year is **forfeited**.

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## What's Covered: Eligible Expenses

### Dependent Care Flexible Spending Account

- Day care expenses for a child up to age 13
- Day care expenses for a child over the age of 13 who is physically or mentally impaired
- Services provided that enable you (and your spouse) to work
- Expenses for the care of an incapacitated spouse or elderly parent (certain restrictions apply)

### FSA Worksheets

Use the following worksheets to help determine the amount you wish to contribute to the flexible spending account. Estimate the expenses you can reasonably expect to incur in the plan year. A good place to start is to review your dependent care expenses in the previous year.

#### Dependent Care FSA

Day Care Expenses	
Monthly Expense x 12	\$
Elder Care	
Monthly Expense x 12	\$
<b>Total Estimated Expenses</b>	\$

For additional information pertaining to reimbursable items or for any other questions, contact Diane Foster at 775-5108.